

WAGANAKISING ODAWAK STATUTE 2015-__
TRIBAL GOVERNMENT HUMAN RESOURCES DEPARTMENT

SECTION I. PURPOSE

The purpose of this Statute is hereby enacted to establish the Human Resources Department within the Little Traverse Bay Bands of Odawa Indians government that is responsible ~~for~~^{ing} equal and fair employment practices directly to Office of the Prosecutor, Election Board, the Executive, Legislative, ~~Election Board~~ and Judicial Branches of government personnel ~~as well as the Office of the Prosecutor.~~

SECTION II. DEFINITIONS

A. “Cultural” means cultural aspects of the Odawa history, spirituality, traditions, arts and crafts, values and mannerisms.

B. “Department” means Human Resources Department.

C. “Director” means the position responsible for direction and oversight of benefits, Human Resources Information System (HRIS), data analytics and communication in support of strategic initiatives and tactical operational goals.

~~**D.** “Full-time status” means an average of Forty (40) hours a week with reasonable time off for sickness or disability, holidays or personal time. Work assignments are expected to be completed during the normally scheduled work week, with reasonable flexibility and extra hours as necessary.~~

~~**E.D.**~~ “LTBB or Tribe” means the Little Traverse Bay Bands of Odawa Indians.

SECTION III. CREATION OF THE DEPARTMENT

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1 **A.** Pursuant to Article VII (D) (22) of the Tribal Constitution the Tribal Council shall
2 have the power to: "Approve the creation or dissolution of Executive divisions or departments to
3 promote and protect the peace, health, safety, education, and general welfare, including but not
4 limited to cultural and natural resources, of the Little Traverse Bay Bands of Odawa Indians and
5 its members."

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7 **B.** ~~A.~~ The Tribal Council hereby approves the creation of the Human Resources
8 Department within the Executive Branch of government.

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11 SECTION IV. APPROPRIATIONS AUTHORIZED

13 **A.** The Executive shall present Tribal Council with a budget necessary to implement this
14 statute.

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16 **B.** ~~A.~~ The Department Director shall prepare and provide an annual budget for
17 submission, and any supplemental funding requests in accordance with the *LTBB Budget*
18 *Formulation Process*.

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- 19 1. The Director shall be responsible for operating within the annually appropriated
20 budget for the Department.

23 SECTION V. INTERNAL ORGANIZATION

25 **A.** ~~If appropriate, the~~ Department shall begin operations with currently employed
26 LTBB staff as designated by the Executive.

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28 **B.** ~~A.~~ The Department shall consist of a Department Director and other personnel as
29 necessary for the execution of its mission, performance of its mandated functions, and to achieve
30 its annual goals and objectives.

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32 **C.** ~~1.~~ The Department Director shall be ~~a full-time employee and~~ paid
33 compensation commensurate with his or her skills, education, experience, ~~and~~ responsibilities
34 and ~~—~~within the standards of compensation established by LTBB.

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D. ~~2.~~ The Director shall be responsible for the development and implementation of the mandates within this Statute.

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SECTION VI. DUTIES

A. The ~~Department Director shall~~ Director shall ensure the development of a Policies and Procedures Manual that is clear and easily understood. The ~~Manual~~ Manual shall provide a standard method for employer-employee relationships; setting ~~employer~~ expectations to limit ~~employer liability~~ employer liability, and create consistent decision making in the workplace for the tribal government. The Manual shall also contain:

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1. All provisions of employment; and
2. Standard administrative forms.

B. The ~~Department~~ Director shall ensure that assistance to all governmental branches, ~~Prosecutor's Office and Election Board~~ is provided in the hiring, performance management, disciplinary action, and termination of employees' processes.

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C. The ~~Department~~ Director shall ensure employees' skills and ~~training~~ needs are assessed in order to coordinate government-wide Professional Development Trainings that include Odawa Culture for employees.

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D. The ~~Department~~ Director and staff may work with the Education Department to survey Tribal Citizens to determine education, experience and skills for outreach and to promote employment opportunities and ~~development of career plans~~.

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E. The Department shall assistance in the development of career plans for employees.

E.F. The ~~Department~~ Director shall ensure the development and ~~establishment~~ of establishment of a data-base of Tribal Citizen Candidate applications and resumes for future employment opportunities.

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2 F.G. The Department ~~Director~~ shall create a mentoring program for succession planning.
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5 SECTION VII. QUARTERLY REPORTS

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7 The ~~Department~~ Director shall provide a written quarterly report to the Executive that
8 shall contain the number of employees, employee turn-over rate including voluntary and
9 involuntary terminations, number of Tribal Citizens, number of other Natives and non-Natives
10 employed; ~~number, number~~ of Tribal Citizens, Other Natives and non-Natives employed ~~in~~
11 management in exempt and non-exempt positions, number of grievances and outcomes, and any
12 other relevant information. The report shall be forwarded to Tribal Council in an Executive
13 Oversight Quarterly Report.
14

16 SECTION VIII. SEVERABILITY

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18 If any section, subsection, paragraph, sentence, phrase or portion of this Statute is, for any
19 reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall
20 be deemed a separate, distinct and independent provision and such holding shall not affect the
21 validity of the remaining portions thereof.
22

24 SECTION IX. EFFECTIVE DATE

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26 Effective upon signature of the Executive or 30 days from Tribal Council approval
27 whichever comes first or if the Executive vetoes the legislation, then upon Tribal Council
28 override of the veto.
29

31 CERTIFICATION